

RESOLUTION 27-05-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF RECREATION DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to amend the job description for the position of Recreation Director and to change the name of the department for this position to Parks and Recreation Department. A copy of the amended job description for this position is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Carey, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	<u>Absent</u>	<u> </u>
VICE-MAYOR ED DALY	<u>X</u>	<u> </u>
COMMISSIONER CHUCK BALIUS	<u>X</u>	<u> </u>
COMMISSIONER JEFF CAREY	<u>X</u>	<u> </u>
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution NO. 27-05-08 duly passed and adopted this 21 day of May, 2008.

TOWN OF LAKE PARK, FLORIDA

BY: Ed Daly
for DESCA DUBOIS
MAYOR

ATTEST:

Vivian Mendez Lemley
VIVIAN MENDEZ LEMLEY
TOWN CLERK
TOWN OF LAKE PARK
FLORIDA
SEAL

Approved as to form and legal sufficiency:

BY: Thomas J. Baird
THOMAS J. BAIRD
TOWN ATTORNEY

RECREATION DIRECTOR

CLASSIFICATION CODE: 180
PAY GRADE: 18
DEPARTMENT: PARKS AND RECREATION

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, responsible for the implementation and direction of a comprehensive year-round recreation program including youth and adult activities, all community events, and the management of Town rental facilities. Performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Recreation Director position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assume full management responsibility for planning, directing and supervising the activities of the Recreation Department; develop and implement departmental operating policies and procedures; establish program goals and objectives; develop strategies and evaluate operational effectiveness
- Prepare and administer departmental budget, control expenditures, evaluate needs and recommend staffing levels, materials, equipment and capital improvements; oversee requisitioning of all equipment and supplies, and materials
- Implement the planning of new parks, playgrounds and construction and maintenance of these facilities
- Coordinate the Town recreation program with other City departments and outside organizations such as schools and various community-based organizations; serve as liaison between the Recreation Department and the community
- Coordinate Town events; act as event emcee as needed
- Prepare press releases, flyers and advertisements for all recreational activities, programs and special events; determine and coordinate all aspects of event planning including the site plan, vendors, entertainment and all event logistics

- Coordinate and oversee Town bus trips; register participants; drive Town bus as needed
- Coordinate and oversee the rental of Town facilities
- Maintain financial records and accounts for monies received and submit reports to the Finance Department; prepare requisitions, field purchase orders, and department payroll
- Manage, train, motivate and evaluate departmental staff; review progress and direct changes as needed
- Represent the Town at various community events, meetings and conferences
- Perform other duties as assigned

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in sports management, marketing, education or physical education, or related field from accredited college or university; supplemented by five (5) years of progressively responsible experience in developing and implementing community-wide recreation programs and events, or any combination of related training and experience. Membership in the Florida Recreation and Parks Association required. Must have valid Florida CDL Class C Drivers License.

B. Knowledge, Skills and Abilities:

- Knowledge of community recreation needs and resources
- Knowledge of the principles and practices of office management, work organization and supervision
- Knowledge of the principles and practices of modern parks and recreation programs
- Ability to plan, organize, coordinate, implement and manage a comprehensive parks and recreation program
- Ability to communicate effectively, verbally and in writing
- Ability to select, manage, train and evaluate assigned staff
- Skill in the operation of general office equipment

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.